Public library.

We do not use or own a filter.

We have an acceptable use policy.

We sign in users and shred the list the next day.

Any adult may use the Internet. Minors must have a parent permission slip on file.

We have had no significant problems. There have been times we have had to remind people that they are in a public place and what is on the screen is inappropriate, but we have never had reason to suspect someone was a sexual offender.

We have wireless capability. There is no need for special software or coding.

1. What type of library are you?

Public

2. Do you own a filter?

No

3. Do you use the filter?

No

4. Do you have policies concerning acceptable use?

Yes

5. Do you require your users to sign on to a computer?

Yes (first names or pseudonyms allowed)

6. Must a person be a member of your library to use public access computers with access to the Internet?

No

7. Have you had any problems in the past? Currently?

We occasionally see patrons viewing pornography.

8. Do you have wireless in your buildings?

Yes

9. If wireless, do your patrons have to have special software or coding so that they can use your wireless?

No.

10. School libraries - do you allow anyone not a student to use your computers during or after school hours? What kind of check-in do they have to do?

NA

11. Academics Let me know who you allow to use your access. I know at the Corette Library we have two computers open to non-Carroll people to use.

NA

In answer to your questions:

1.   What type of library are you?

Public (service population under 5,000)

2.   Do you own a filter?

No

3.   Do you use the filter?

N/A

4.   Do you have policies concerning acceptable use?

Yes, see below for applicable sections.

The internet is free and open to the public, and available on all RLCL computers. As with other materials, parents and guardians of minor children--not the library nor its staff--are responsible for supervising their children's use of Internet resources at the library. RLCL cannot protect users from offensive Internet content, but librarians can offer advice and suggestions to help ensure effective Internet searching.

It is not acceptable to use Internet access for any purposes that violate U.S. or state laws. As per ORS 167.060 to 167.095, it is a crime to display obscene material to minors. Violators will be prosecuted. Nor is it acceptable to transmit or receive material that is threatening, obscene, harassing, or child pornography, or to interfere with or disrupt network users, services, or equipment. Disruptions include but are not limited to:
distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.

RLCL has investigated filters designed to restrict access to various online content, but has found them to be both overly broad (restricting access to materials that no one would find objectionable) and not fully effective (allowing access to a considerable number of sites of the sort they purport to block). As such, RLCL does not run filter software.

5.   Do you require your users to sign on to a computer?

Yes, but it is an informal sign-in and cannot be matched to an individual work station.

6.   Must a person be a member of your library to use public access computers with access to the Internet?

No.

7.   Have you had any problems in the past? Currently?

The only problems experienced in the past occurred when we had filters. A patron working on a school project about beavers was unable to perform a search, as was another patron researching breast cancer.

Currently, we have few problems. Every so often, a patron unexpectedly and unintentionally accesses pornographic material through an innocuous search or by opening a spam e-mail message. They are often upset when this happens, but most of these situations could not be prevented by current filters.

8.   Do you have wireless in your buildings?

The library currently does not provide wireless internet access.

9.   If wireless, do your patrons have to have special software or coding so that they can use your wireless?

N/A

10.   School libraries - do you allow anyone not a student to use your computers during or after school hours? What kind of check-in do they have to do?

N/A

11.   Academics Let me know who you allow to use your access. I know at the Corette Library we have two computers open to non-Carroll people to use.

N/A


```
1. What type of library are you?   PUBLIC
>
>
>
> 2. Do you own a filter?  NO
>
>
>
> 3. Do you use the filter?   NA
>
>
> 4. Do you have policies concerning acceptable use?   YES
>
>
>
> 5. Do you require your users to sign on to a computer?   YES, first
> names
only.  This is a scheduling issue rather than a tracking tool.
>
```

>
>
> 6. Must a person be a member of your library to use public access
> computers with access to the Internet? NO
>
>
>
> 7. Have you had any problems in the past? Currently? YES. We have
> had
one anonymous call about a registered sex offender using our
workstations to engage (presumably--this was a caller assumption, not a
proven fact) in online sex. We have also had one mother of a twelve-
year old child take a patron to court over material the patron was
viewing (and, hence, was making visible to those walking by; i.e., her
child). This case was dismissed without criminal charges, but the
patron was banned from the library for one year.

In short, while we have had some issues brought to us by library users
who viewed objectionable material other patrons had up on their
workstations, we have not had any women or children threatened by
anyone using our public terminals.
>
>
>
> 8. Do you have wireless in your buildings? YES
>
>
>
> 9. If wireless, do your patrons have to have special software or
> coding so that they can use your wireless? NO. If they are using
one
> of
our laptops, they have to read and accept our use policy, which is on
the opening internet screen, in order to proceed. There are no
restrictions if they are using their own computers.
>
>
>
> 10. School libraries - do you allow anyone not a student to use your
> computers during or after school hours? What kind of check-in do
they
> have to do?
>
>
>
> 11. Academics Let me know who you allow to use your access. I know
at the Corette Library we have two computers open to non-Carroll people
to use.
>

1.   What type of library are you?

Public

2.   Do you own a filter?

YES

3.   Do you use the filter?

YES

4.   Do you have policies concerning acceptable use?

YES

5.   Do you require your users to sign on to a computer?

YES

6.   Must a person be a member of your library to use public access computers with access to the Internet?

YES with exceptions for tourists

7.   Have you had any problems in the past?   Currently?

NO/NO

8.   Do you have wireless in your buildings?

NO
9.   If wireless, do your patrons have to have special software or coding so that they can use your wireless?

NA

10.   School libraries - do you allow anyone not a student to use your computers during or after school hours? What kind of check-in do they have to do?

NA

11.   Academics - Let me know who you allow to use your access. I know at the Corette Library we have two computers open to non-Carroll people to use.

1.   What type of library are you?

Public

2.   Do you own a filter?

no

3.   Do you use the filter?
n/a

4.   Do you have policies concerning acceptable use?
Yes. All card holders sign and guests read

5.   Do you require your users to sign on to a computer?

Yes

6.   Must a person be a member of your library to use public access computers with access to the Internet?

No but they have to obtain a guest pass

7.   Have you had any problems in the past? Currently?

Every now and then someone is caught looking at naked pictures. They are warned. If it happens again they lose computer privileges.

8.   Do you have wireless in your buildings?
yes

9.   If wireless, do your patrons have to have special software or coding so that they can use your wireless?

no

10.   School libraries - do you allow anyone not a student to use your computers during or after school hours? What kind of check-in do they have to do?

11.   Academics Let me know who you allow to use your access. I know at the Corette Library we have two computers open to non-Carroll people to use.

1.   What type of library are you? Public

2.   Do you own a filter? NO

3.   Do you use the filter? No

4.   Do you have policies concerning acceptable use? Yes

5.   Do you require your users to sign on to a computer? Yes

6.   Must a person be a member of your library to use public access computers with access to the Internet? Visitors over 18 have access, children do not, everyone must sign in.

7.   Have you had any problems in the past? Currently? No

8.   Do you have wireless in your buildings? yes

9.   If wireless, do your patrons have to have special software or coding so that they can use your wireless?   yes

10.   School libraries - do you allow anyone not a student to use your computers during or after school hours? What kind of check-in do they have to do?

11.   Academics Let me know who you allow to use your access. I know at the Corette Library we have two computers open to non-Carroll people to use.

1.   What type of library are you?

         ACADEMIC

2.   Do you own a filter?

         NO

3.   Do you use the filter?

         N/A

4.   Do you have policies concerning acceptable use?

         YES

5.   Do you require your users to sign on to a computer?

NO

6.   Must a person be a member of your library to use public access computers with access to the Internet?

NO

7.   Have you had any problems in the past?   Currently?

We have asked two people to leave after noting that they were
viewing inappropriate materials.   That's in the last 10 years.
At the time of the second incident (2002?), that person was the
only one using the computers.   I don't know about the first incident, however, we don't generally have children using the
computers unless they are with an adult.

8.   Do you have wireless in your buildings?

YES

9.   If wireless, do your patrons have to have special software or coding so that they can use your wireless?

NO

10.   School libraries - do you allow anyone not a student to use your computers during or after school hours?   What kind of check-in do they have to do?

N/A

11.   Academics Let me know who you allow to use your access.   I know at the Corette Library we have two computers open to non-Carroll people to use.

We are open to the public.   We have ten computers besides the reference desk available for public use, however our students have priority. Patrons are expected to adhere to the University and Library Acceptable Use Policy.   We don't have filters on the monitors so any inappropriate materials is visible to the public and is not tolerated. The staff desks are near the public computer area and all of the screens are visible.   As I said earlier, there haven't been any incidents for several years.   Not that it was ever a problem.
Two times in ten years isn't much.   Children are not allowed to use our computers unless they are accompanied by an adult.   Most of our public users are people who have no computer access or don't have access to our specialized resources.   i.e. Mormon missionaries in the field, people on vacation who, people who come specifically to use our databases.   It would be a shame to cut off all access to our community patrons, but I can see that happening with this bill.

Internet Policy

ACCESS: All Internet resources accessible through the Library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using Dillon Public Library (DPL) resources and facilities.

However, the Internet is an unregulated medium. It also provides access to information that is inaccurate, illegal or that some my find offensive or disturbing. The Library cannot control a user's access to other Internet resources.

USERS: As with all DPL resources, the Library affirms the right and responsibility of parents/guardians, NOT library staff, to determine and monitor their minor children's use of the Internet. (Minors are defined in this policy as children and young people under the age of 17 years.) Parents are responsible for their minor children's use of the Library's resources and facilities. Children under the age of 10 must have an adult with them when using the Internet.

DISCLAIMERS: Dillon Public Library specifically disclaims any warrant as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose.

The Library will have no liability for direct, indirect, or consequential damages related the use of information accessed through the Library's Internet service.

CHILD INTERNET PROTECTION ACT (CIPA): The Dillon Public Library is currently investigating the type of filters needed to be installed by 6/30/04 to comply with CIPA.

████████████████████ ██ses that violate the law or encourage others to violate the law. Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials or materials that violate the ██ ██

1. **Uses that cause harm to others or damage to their property.** Engaging in defamation or harming other's reputation by lies; uploading a work, virus, "Trojan horse", "time bomb", or other harmful forms of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

2. **Uses that jeopardize the security of access of the computer network or other networks on the Internet.** Impersonating another user; using one's own software programs on the library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.

3. **Uses that compromise the safety and security of minors when using E-mail, chat rooms and other forms of direct electronic communications:** Minors giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has "met" on the computer network or Internet without a parent's permission.

████████████████████ The user's access to the Library's computer network and Internet is a privilege, not a right. ██ ████████████████████████████

Glacier Co.

Audiobooks and video recordings are limited to 4 per card.

OVERDUE FINES:
Videos, 7-day books, and interlibrary loan
books: $.25 per day.
All other materials: $.05 per day.

There is a maximum fine of $2.00 per student card and $4.00 per adult or family card, above which use may be denied.

Courtesy overdue notices will be sent when an item is 7 and 14 days past due. Renewals are allowed within the first 14 days past due. A billing notice will be sent when an item is 28 days past due. Borrowing and Internet privileges will be revoked until billed items are returned or paid for.

Internet Acceptable Use Policy:

Introduction:

Internet access is made available as a part of Glacier County Library's mission to provide equitable access and service in fulfilling the information needs of the community. Since the accuracy of information on the Internet is the responsibility of the producer, some information may not meet the Library's collection development standards. The library provides access to this information but does not guarantee accuracy. Neither can the library ensure that the content of material found on the Internet will be consistent with personal or family values and boundaries.

Confidentiality:

As with other information the user chooses to access, the library staff will respect the patron's confidentiality. However, since Internet computer screens are visible to others, items displayed are not totally for private viewing.

Use by the Public:

Use of Glacier County Library's Internet computers is available to any visitor to the library who uses this privilege in a responsible manner and abides by pertinent Library Internet and Circulation Policies.

General Rules for Computer Use:

1) Computers may be used by no more than two people at one time.
2) The time limit is ½ hour per session if someone is waiting, and there may be limits on the number of daily sessions dependent upon workstation demand.
3) Prompt payment of $.20 per page must be made for any page(s) printed using library printers.

Special Provisions for Minors' Use of the Internet:

As with other library materials, restriction of a child's access to the Internet is the responsibility and right of the parent or legal guardian. The following rules, procedures, and guidelines do not negate this parental responsibility and authority, but are meant to aid all parents and minors in responsible and safe usage while in the public venue of the library.

Persons under 18 years of age must be accompanied by a parent or legal guardian, and a use authorization form must be signed by the parent or legal guardian, when using the equipment for the first time. In cases where a child arrives at the library without adult supervision, a child will be allowed to use the Internet if the authorization form has been completed and is on file in the library.

We encourage parents to talk to their children about using the Internet safely. We can direct you to books, web sites and pamphlets on this very important topic.

As time permits, librarians will help guide minors to suitable age appropriate materials. However, minors and adults found to be in violation of this Internet Policy will have their Internet session terminated. Repeat offense, involving numbers 1-5 below, will result in termination of Internet privileges.

The following meets the requirements for a Specific Internet Safety Policy for patrons under the age of 17 as required by the Neighborhood Internet Protection Act (NCIPA).
These rules are in effect to protect minors while using the Internet in the library.

1) Individuals covered by this policy may not use the Glacier County Library Internet enabled computers to access inappropriate matter on the Internet or World Wide Web.
2) Individuals covered by this policy using the Glacier County Library, while using direct electronic communications, whether electronic mail, chat rooms, or any other form of directo electronic communications may not divulge their name, age, address, location or other personal information.
3) Individuals covered by this policy using the Glacier County Library are specifically forbidden from using the Glacier County Library computers for unauthorized access, modification, hacking, cracking and other unlawful activities, including but not limited to accessing library and other networks.
4) Individuals covered by this policy are specifically forbidden in using the Glacier County Library computers to provide unauthorized disclosure, use, and dissemination of personal identifiable information concerning and regarding themselves or any other person. The above mentioned is illegal.
5) Individuals covered by this policy may not use the Glacier County Library to access any material that might be harmful to minors.

Meeting Room Use Policy:

To be read and signed by responsible party.

We welcome and encourage all Glacier County residents to use our basement meeting room. A $25.00 refundable deposit is required the first two times you use the room. A $25.00 deposit will not be charged for consecutive uses as long as you comply with the following use guidelines.

- Adult supervision is required.
- Permission is required for use of any library materials or property stored in the basement.
- All tables and chairs should be returned to their original position following use.
- Tabletops and floor should be clean, i.e. free of crumbs, glue residue, etc.
(Papers to protect tabletops, as well as cleaner and paper towels, can be found in the cupboard under the kitchen sink. Broom and dustpan are in kitchen also.)
- Toilets should be flushed.

Thank you for your compliance.
Enjoy the use of the room.

Signature: _____

Date: _____

RULES OF CONDUCT

- Patrons shall be engaged in normal activities associated with the use of the public library while in the building. Patrons not engaged in reading, studying, research, or appropriate use of library resources may be asked to leave the building. Loitering and sleeping are not allowed.
- Patrons shall respect the right of other patrons and library employees and shall not annoy others through noisy or boisterous activities, by cell phone use, by monopolizing resources, or by other behavior which may reasonably result in the disturbance of other persons in the library.
- Physical, verbal, and sexual harassment, i.e. exposure or offensive touching, are prohibited in the library.
- Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as interlibrary loan.
- Patrons are expected to be aware of and follow the rules set by the Internet Use and Circulation Policies.
- Patrons shall not deface or mar books, magazines, newspapers, recordings or other items of the library collection nor shall they deface, mar, or in any way destroy or damage library furnishings, walls, machines, or other library property.
- Patrons shall not be permitted to enter the building without a shirt or other covering on their upper bodies or without shoes or other footwear.
- Personal hygiene shall conform to the standard of the community for public places. Individuals with offensive body odor leading to complaints from other library users and/or staff will be required to leave.
- Children under the age of 9 must not be left unattended on library premises.
- Smoking is not permitted in any area of any library facility, or in any area where secondary smoke will enter a library facility.

- The library staff reserves the right to limit or prohibit the consumption of food and beverages within any facility.
- Skateboarding, in-line skating, and biking are prohibited on the steps and breezeway in front of the library. Bicycles must be left outside the building. Skateboards and in-line skates must be carried when inside the building.
- Patrons must leave the library promptly upon closing.
- Consumption of alcoholic beverages is not permitted on library property, except as part of a library sponsored program authorized by the Library Board.

Failure to comply with these rules may result in being asked to leave the library and/or the loss of library use privileges.

Adopted 11/6/2002

and leases, dues,
postage, advertising,
Internet access)

$39,215

| Capital | | $ 0 |
| Personnel | *Bozeman* | $789,380 |

Circulation Policy	Top of Page

Everyone is welcome to use the Library and its collections. A library card is necessary to check out materials. Gallatin County residents can apply for a Library card by showing a form of identification with a current street address. Out-of-county residents can purchase a card for an annual fee of $45.00. A replacement for a lost card is $1.00.

Most books, CD-ROMs, and books-on-tape check out for three weeks. Videos, periodicals, CDs, DVDs, pamphlets, and some new fiction circulate for one week. Fines are 20 cents per day on all materials. You may renew books in person or by telephone, or by accessing the BridgerNet Library Catalog.

To renew items in the BridgerNet catalog:
Log in using all 14 digits of your library bar code number, with no spaces as the user ID. Everyone automatically has the PIN *changeme* (once you log in, you can click on My Library Account and create a new PIN. Your PIN can be any combination of numbers or letters, 4 - 10 characters long). To renew items, click on **My Library Account,** then **Renew My Materials.** A list of items checked out appears - either check the small box beside individual items or the circle next to Renew All. The next page will show what items were renewed, or if an item was unable to be renewed. Click **OK,** then **Logout** (in the blue line).

How to place a hold:
Once you have searched a book in the catalog, you can place a hold on an item that is currently not available by clicking the **Place Hold** button in the **Keep** box on the left of the screen. Fill in the user ID (complete library bar code number) and PIN information, then click on **Place Hold**. When the hold is successfully placed, click on **OK**.

There will no longer be automated phone calls for reminders about holds or overdue materials. Please give an email address to the Circulation staff so you can receive notices of holds and overdue reminders in your email, which will be faster than waiting for the printed notice in the mail.

Walk-up book drops are located on the west side of building. For more information call the Circulation Desk at 582-2407.

Library Internet Access Policy	Top of Page

The mission of the Bozeman Public Library is to develop and provide resources and services that meet the cultural, informational, educational, and recreational needs of our community. To meet this goal, the Library endeavors to provide
fair Internet access for all.

The Internet offers access to a multitude of valuable sites, but some may be inaccurate, incomplete, dated, or personally offensive. The Bozeman Public Library does not monitor and has no control over the information accessed and cannot be held responsible for its content. Individuals are responsible for the decision to choose either filtered or unfiltered search engines.

As with other Library materials, a child's use of the Internet is the responsibility of the parent or guardian. The Library is pleased to offer links on the children's home page selected specifically for juveniles and teens.

The Bozeman Public Library staff will provide limited assistance and troubleshooting. The staff also offers educational classes in the use of the Internet. The Library equips monitors with screens to help protect privacy and provides manuals and other materials to assist Internet users.

All users on the Internet stations are expected to use this resource in a responsible and courteous

manner. Any attempt to show obscene material to minors is unlawful in accordance with Montana Code Annotated Section 45-8-201. Bozeman Public Library reserves the right to suspend and/or revoke a patron's privilege to use the Internet due to illegal or irresponsible use or Internet Access Policy violation.

The Library is not responsible for any damages resulting from use of the Library's computers or its connection to the Internet, nor can it guarantee privacy of any Internet session. Respect of other users' rights and privacy is expected and appreciated.

Computer Use	Top of Page

To help ensure fair access to public computers, the Library uses time and print management software from CybraryN. Anyone may use the Internet/Word Processing computers for one hour each day. In addition, the Express stations allow one 15-minute session each day. There are 9 Internet/Word Processing computers upstairs in the lab, and 3 Internet/Word Processing computers downstairs in the Young Adult area. Patrons will log in using their library bar code number. Guests (those who do not live in Gallatin County) may request a visitor's pass at the Computer Help Desk upstairs by presenting a photo ID.

Printing is available from any of these computers. The first 5 pages are free; additional pages are 10 cents each for black and white, $1.00 for color. Patrons will need to add money to their account by visitng the Computer Help Desk or Circulation Desk before printing more than 5 pages.

Annual Report: FY 2006	Top of Page

New Library Update

Fundraising for the new Library proceeded at a rapid pace in 2005-2006. The Library will receive a donation of $500,000 upon achieving Silver LEED (Leadership in Energy and Environmental Design) Certification from the U.S. Green Building Council.
The Library Foundation reached its goal of $5,850,000 in June and presented a check to Mayor Jeff Krauss. Senator Max Baucus was successful in securing $1,125,000 in the federal highway transportation bill for the plaza, trails and landscaping, and presented a symbolic check on August 12 to Library officials. Senator Conrad Burns secured a total of $526,765 VA/HUD Economic Development
Initiative money for the new Library, and Gallatin County generously contributed $690,624 to the project. Other funds secured were from a Northwestern Energy grant, sale of the old Library to the City of Bozeman, TIF (Tax Increment Funding) from the Downtown Bozeman Partnership, a Paul Allen Foundation grant, and park land reimbursement. Governor Brian Schweitzer toured the new Library and learned about many of the green features, including solar panels and night flushing. The Art Committee selected Bozeman artist Jim Madden and architect Dan Harding to design the Children's Room entry. The design will be a colorful downtown and park scene mural with interactive
features. Artist Jenni Lowe created a signed print, "Discover Your Wild Side," to benefit the Library. The City Commission approved the recommendations of the City-Library Land Taskforce in July with the exception of relocating Soroptimist Park. Public comments were sought on the CTA landscape architects' plan for the Library site, which should begin in the spring of 2007. The new Library
is scheduled to open in November 2006.

Highlights of the past year:

Our Library joined the "Ask a Montana Librarian" project, a statewide cooperative virtual reference program. We now have access to over 9,000 electronic books on many subjects, available through our Library catalog. CybraryN software was installed to provide equal access to the Internet computers for all patrons. Wireless access became available throughout the Library.

We participated in a statewide "What's Your Story?" campaign by co-sponsoring a series of programs for seniors with Mountain West Bank. We continued to sponsor the Great Decisions foreign policy discussion group with the Montana Center for International Visitors (MCIV), along with a monthly International Speaker series.

The Library hosted a poetry workshop during National Poetry Month in April with Montana's Poet Laureate Sandra Alcosser, with readings bypoets BJ Buckley and Mitch McInnis.

Brickhouse Creative created a new logo to celebrate the opening of the new Library. Library Director Alice Meister was awarded the Montana Business and Professional Women "Woman of Achievement" because of her commitment to literacy and libraries.
JB Bancroft was honored as the Trustee of the Year at the 2006 Montana Library Association annual conference in

Great Falls Public Library
301 2nd Ave North
Great Falls MT 59401-2593
(406)453-0349

your lifelong resource

Resources

- **Online Catalog**
- **Review Your Library Account**
- **Online Databases**
  - ○ GF Tribune
  - ○ Magazines
  - ○ Auto Repair
- **Internet Resources**
- **Kids' Page**
- **Young Adults' Page**
- **Cascade County Historical Society Archives**
- **Ask a Librarian**
- **Computer & Internet Instruction**
- **Visitor Information**

General Information

- **Hours & Services**
- **Bookmobile Schedule**
- **Meetings**
- **Library Staff**
- **Library Board**
- **Library Foundation**
- **Newsletter**
- **Library Store**
- **Leased Parking Available**

Library Policy

- **Internet Policy**
- **Internet Filtering**
- **Collection**

Internet Use

The Great Falls Public Library offers access to the Internet in the belief that it is a vital information source. The library's connection to the Internet is provided to the public without charge.

The Internet is a freely accessible and largely unregulated resource. While the vast majority of sites on the World Wide Web are neutral arenas for information exchange, a small percentage of sites may contain material that might prove offensive to some users. The Library assumes no control over the content of material on the Internet. Some information accessed through the Internet may not meet the Great Falls Public Library collection development policy guidelines. It is left to each user to determine what is appropriate.

There is often more accurate and comprehensive material available in the form of books, periodicals, electronic databases and other materials. Patrons are encouraged to ask staff for help and advice in locating the best sources of information.

- Parents or legal guardians must sign a consent form that authorizes their minor children to use this service. Parents who are concerned about their children's use of the Internet should provide guidance for their own children

- Because the Internet workstations are located in public areas that are shared by library users of all ages, backgrounds and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images.

- The library reserves the right to ask individuals to discontinue the display of information and/or images that may inadvertently cause offense to others.

- Any illegal activity, including copyright violation, illegal or unauthorized entry into computer files or programs, or access to materials deemed legally obscene is prohibited.

- Using Great Falls Public Library computers for purposes that may

be interpreted as abuse, harassment or intimidation is prohibited.

- Minors should not reveal personal information without parental or guardian permission when accessing the Internet, using e-mail, or engaging in chat room activities.

- Users may send and receive e-mail, but the library does not provide or regulate accounts. Free e-mail services are available from many sources on the Internet. Information on these services is available at the Information Desk. Given the nature of the Internet and e-mail, confidentiality cannot be assured.

- Internet gaming is prohibited on library computers.

- Library staff is able to offer only minimal assistance in accessing the Internet.

- Saving to library computer hard drives is not allowed, but patrons may save to a floppy disk. Disks are available at the Information Desk for a nominal charge.

- Users may print from library computers. Printouts can be picked up at the Information Desk for a nominal charge.

Filters

The Internet is a dynamic resource containing vast amounts of information and a small percentage of potentially offensive sites. Due to the nature of the way filters operate, there currently is no filter which does not inadvertently block Constitutionally protected material. Many of these unintentionally blocked sites contain valid and valuable information. Nor do filters block all potentially offensive sites.

Therefore, Great Falls Public Library does not use filters for Internet stations located in the non-fiction area. However, if a patron wishes to use a filter, many Internet search engines offer filtered searching as an option.

Wireless Internet Access

The library offers free wireless Internet access to patrons with wireless-enabled laptops or handheld devices.

- Users are responsible for the configuration of their own equipment. Great Falls Public Library staff will not provide any assistance or recommendations regarding configuring or troubleshooting equipment

- No printing services are available

- Audio output must be muted or directed to headphones

- A wireless connection is less secure than a wired connection. Users

are responsible for understanding the risks. Great Falls Public Library does not assure the security of data when using any of the publicly available PCs or the wireless network

- Any activity that violates library policy regarding library-owned computers is also prohibited on user-owned equipment that is connected to the wireless network.

Violation of any part of this policy may result in loss of Internet and library computer privileges.

ELECTRONIC ACCESS POLICY

Internet Access Statement and Acceptable Use Addendum

Electronic Access Policy

The Lewis & Clark Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of our diverse, multicultural communities. It is within this context that the Lewis & Clark Public Libraryoffers access to the Internet and other electronic resources.

As an agency of government, the Lewis & Clark Public Library can notmonitor, control or impose limits on information accessed electronically. The Internet is a global entity with a highly diverse user population. It provides access to a wide variety of information and services whose contents may or may not please, interest, or offend. The Library does not censor materials or protect library patrons fom Internet-based information.

There is sexually explicit material and other possibly controversia information on the Internet. Not all sources on the Internet provide accurate, complete, or current information. Patrons must exercise judgment and evaluate for themselves the value of the information found online.

All Internet resources accessible through the Library are provided equally to all library users. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or used by their children. Parents – and only parents – may restrict their children – and only their children – from Internet resources accessible through the Library. Parents are advised to supervise their childrens Internet sessions.

Network and Computer Acceptable Use Policy
An addendum to the Lewis & Clark Library Electronic Access Policy

Library users are expected to act in accord with the following guidelires based on common sense, decency, and civility applied to the networked computing environment.

Library users are prohibited from violating copyright law, theft, file theft, violating othersprivacy, deliberately crashing Library or others' workstations or computer systems, modifying files without authorization, altering data, introducing viruses or "Trojan horses," damaging files, interfering with the work of other users, maliciously disrupting network services, harassing or intimidating others, concealing or misrepresenting their name or affiliation to mask irresponsible or offensive behavior, sending abusive or patently offensive or unwanted material to others, penetration or harm to operating systems, reselling bandwidth, or any other illegal acts promulgated from or targeting the Librarys computers or computer systems.

These prohibited activities include devices and systems on the Librarys network, World Wide Web site or other non-specified computer or network resources managed by the Library.

If abuse of computer systems occurs, those responsible for such abuse will be held legally accountable. Misuse of Library computer or network resources may constitute trespass or disruptive behavior, both of which carry legal consequences under the Ordinances of the City of Helena and Montana State Law.

By use of the Library's systems the user agrees that the Library can assume no liability for any loss or damage to the user's data and hardware or for any other liability for damage or injury arising from the Library's provision of the service or consequence arising there from. Users indemnify and hold harmless the Lewis & Clark Library, the City of Helena and Lewis and Clark County against any liability for damage or loss arising from use or misuse of the services provided by or through the Library.

Policy Approved by the Board of Trustees May 1996
Policy Reviewed and Addendum Approved by the Board of Trustees November 20, 1996
Reviewed and Approved by the Board of Trustees June 8, 1999

COMPUTER AND INTERNET USE POLICY –
ROSEBUD COUNTY LIBRARY & BICENTENNIAL LIBRARY OF COLSTRIP

1. Library computer work stations with Internet access or for word processing are provided for library-related learning, research, information, and recreation consistent with the mission statements of both libraries. There is no charge for this service. However, all users must have on file a signed Disclaimer agreeing to the conditions of this policy. A parent or guardian must co-sign the Disclaimer for users under the age of 18.

2. Computer use is available on a first come, first served basis; however, patrons may call ahead to reserve a time slot. Patrons must sign in and out when they use computer work stations. Time limits and costs for printed copies will be established by the individual libraries.

3. Library staff will provide basic instruction and identify specific starting points for searches. Obtaining further computer instruction is the responsibility of users.

4. Web-based e-mail and chat groups are allowed, but it is inadvisable to offer identifying personal information over the Internet. Offensive chat groups may be prohibited at the discretion of the Director. The libraries cannot vouch for the accuracy or appropriateness of Internet sites and cannot assume liability for any damages, injuries, or losses from the use or misuse of the library's computers.

5. It is the responsibility of parents to monitor or provide guidelines for their own children regarding Internet use and safety. Age limits for children required to be accompanied by a parent in order to use computers with Internet access will be set by the individual library.

6. [text illegible / redacted]

7. One person per computer is encouraged. If two or more share a computer, their behavior must comply with normal library rules or they will be asked to move.

8. Patrons are not allowed to change any of the computer settings, configurations, software, or hardware. Patrons are not allowed to download software or computer files to the hard drive. Use of personal disks on library computers must be pre-approved by the librarian. Blank disks may be available at cost from the library.

9. Patrons are expected to inform a librarian if there are any technical problems with the computers. If patrons willfully damage library computers, they will be required to pay for necessary repairs.

10. Patrons may not violate copyright law, violate others' privacy, introduce viruses or damaging material, disrupt network services, penetrate or harm an operating system, send or receive abusive or illegal materials, misrepresent themselves, or use the libraries' computers for commercial purposes.

11. [text illegible / redacted]

--Approved JANUARY 14, 2004

PARMLY BILLINGS LIBRARY

A Chronology of Policies and Practices
Specifically Related to Internet Use by Minors
1993 - 2005

Internet Use Policy

Since becoming the first Montana public library to offer Internet services in 1993, Parmly Billings Library has required that all users of those services, including minors, agree to abide by a policy on 'Use of Internet Service'. Among the requirements of this policy are the following provisions:

- Compliance with Policies Required. *Use of computer and network resources and the Internet access in violation of international, federal, state or local laws or regulations and licensing agreements...is prohibited.*

- Threatening, Harassing or Obscene Data Prohibited. *It is not acceptable to use the Internet access to transmit threatening, obscene, or harassing materials...*

Privacy Screens

When the Library began offering access to the more graphically oriented World Wide Web in 1997, privacy screens were installed on all Web stations, to make it difficult, if not impossible, for passers-by, including minors, to view what was on a monitor being used by someone else. Privacy screens continue to be installed on all publicly accessible web stations and, beginning in 2001, have been locked onto the monitors, so that patrons cannot remove them.

The Library is exploring other means to prevent anyone other than the user of a Web station from viewing the monitor, including the physical location of stations and installation of panels to block sight lines to the monitors, among other solutions.

Limitations on Internet Access in Youth Services Area Policy

In connection with providing World Wide Web access in the Youth Services area of the Library, the Library Board adopted the following policy in 1997:

> *To safeguard minors in the Youth Services area from inadvertent or intentional exposure to illegal and/or inappropriate images, texts or other resources on Internet stations located in the area, the Library will research, evaluate and implement such technological and/or procedural solutions as privacy screens, filtering software, and others. However, no age-based restrictions will be placed on use of Internet stations in either the Youth Services area or elsewhere in the Library.*

Note: The final sentence in the policy was deleted in 2004 to conform with the intent of the Children's Internet Filtering Policy adopted in that year.

Use of Filter in Youth Services Area

As a part of the implementation of the above policy, the CyberPatrol filtering software was installed on the first Web station located in the Youth Services area, beginning in 1997, and all Web stations in that area have continued, and will continue, to feature this, or similar, software.

Parental Guidance Option Policy

In 1999, the Library Board adopted the following policy:

> The Library recognizes the right and responsibility of parents and guardians to provide guidance to their own minor children or wards, including the right to restrict access to Library resources and services. While the Library cannot assume this responsibility, it can and shall make available, for parents and guardians who choose to use it, the ability to pre-establish restrictions on access to Library resources and services for their own children or wards only. The options for setting restrictions shall be as extensive as practicable given facilities, staffing, technological capabilities and other potential limitations. This in no way is intended to substitute for direct guidance provided by parents and guardians, but instead to provide another tool, for those who choose to use it.

Since 1999, forms have been available for parents and guardians to place restrictions on access to Library resources and services, including unfiltered, or even filtered, Internet access. The option was widely publicized at the time of its implementation, but beginning in 2001, the Library is taking additional steps to make parents and guardians aware of its availability by describing it in the basic brochure on services and policies, among other efforts.

Limitations on Internet Access in Youth Services Area Policy

In 2003, the Library Board adopted the following revision to the original 1997 policy, to underscore that the purpose of the policy is to prohibit the use of Internet stations to access graphic, sexually-oriented materials in areas of the Library intended to be used by minors, even if means are available to defeat filters or other technological barriers to such use.

> To safeguard minors in the Youth Services and Teen Pit areas from inadvertent or intentional exposure to illegal and/or inappropriate images, texts or other resources on Internet stations located in the area, the Library will research, evaluate and implement such technological and/or procedural solutions as privacy screens, filtering software, and others. However, all public access Internet stations within the Library are available for use by patrons of all ages. Upon noticing or being notified that a user in the Youth Services or Teen Pit areas is accessing graphic, sexually-oriented material, Library staff or security guards shall require the person using the workstation to discontinue viewing that material in those areas; the user may continue to use the station if they do not continue to view such material or they may move to a workstation outside these areas. Failure to comply will be considered a violation of the Patron Conduct policy.

Children's Internet Filtering Policy

In 2004, the Library Board adopted the following new policy, after the City Attorney's office advised the Board, at the Board's request, that the U.S. Supreme Court's decision upholding the Children's Internet Protection Act does not require the Library to filter Internet workstations, but permits it to do so towards achieving the compelling state interest in protecting young library users that the decision affirmed.

To minimize the risk of young children being exposed to illegal and/or inappropriate images, texts or other resources on Library Internet workstations, children age 12 and under will be restricted to filtered access, with the exception that the parent or guardian of a child in this age group may choose to opt out of this restriction, using the procedures described in the Parental Guidance Policy. Guidelines for filter criteria will be established by the Library Board as a part of its review and adoption of the Library's Collection Management Policy.

Today and Into the Future

The Internet itself is constantly evolving technologically, and issues related to its use, especially by minors, are being legislated and litigated at the federal and state levels on a nearly continuous basis. Parmly Billings Library will continue to monitor the technological, constitutional, and legal environments surrounding Internet use by minors, and to develop and implement related policies and procedures that best balance its responsibilities to the entire community.

4/05

Parmly Billings Library

Internet Acceptable Use Policy

**USE OF ANY LIBRARY INTERNET STATION CONSTITUTES AGREEMENT
TO COMPLY WITH THE POLICY BELOW**

Continue

USE OF INTERNET SERVICES

Internet Services. The Parmly Billings Library is a public library dedicated to providing public access to printed, audiovisual and electronic information, including the Internet and the World Wide Web.

Patrons' Access to Internet Services. Patrons with current, valid library cards may use the Library's Internet stations for one session per day. Visitors to Billings and Yellowstone County may use stations for one session per day upon presentation of out-of-county identification at the Reference or Youth Services Desk. Visitor use is limited to 30 days from the first usage before requiring the user to obtain a library card.

Data circuits and equipment are subject to failure and other problems which can cause services and access to become unavailable. Therefore, no guarantees for constant service are expressed or implied.

Assistance by Library Staff. Library staff may be available to offer assistance with searching, but cannot monitor or control the materials which may be accessible from the Internet. Those who search are responsible for their own searches, the information found in them and the use of that information.

Return to top of page

Intent of Policies. The intent of these policies is to assist patrons in the identification of acceptable and unacceptable uses of the Parmly Billings Library's Internet and World Wide Web resources, although patrons should not consider the policies contained herein as exhaustive.

Compliance with Policies Required. Patrons are required to comply with both the letter and spirit of these policies. Violations will be reviewed on a case-by-case basis. Violations may result in restriction or revocation of a Patron's Internet and/or other Library privileges.

Wireless Access. The Library may provide free Internet access points for users with portable computers or devices capable of receiving wireless signals, during the Library's normal hours of operation. These access points will allow users to access the Internet from their laptop computers when sitting within range of the access points.

Library staff will provide general information on the settings necessary to access the Internet via these connections, but are not responsible for any changes made to the user's computer settings.

If a user has problems accessing the Internet over these connections, staff will verify the library's connections are up and running, but cannot assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer. Users should refer to owner's manuals or other support services offered by the device manufacturer.

As with most public wireless "hot spots," the Library's wireless connection is not secure. Any information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit their credit card information, passwords and any other sensitive personal information while using any wireless "hot spot." Users are encouraged to take appropriate precautions when using this service.

The Library will not be responsible for any information, e.g. credit card number, which is compromised, or for any damage caused to hardware, software or data files due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their laptop computer or wireless device.

Use of these access points is governed by all provisions of the Library's Use of Internet Services policy and use of the service is understood to mean agreement to comply with all such provisions. All users are expected to use the Library's wireless access in a legal and responsible manner consistent with the purposes for which it is provided.

UNACCEPTABLE USES. A patron must comply with the following guidelines when using the Library's Internet Stations:

Compliance with Applicable Laws Required. Use of computer and network resources and Internet access in violation of international, federal, state or local laws or regulations and licensing agreements, including but not limited to the illegal copying of software, is prohibited. Patrons are required to immediately report suspected or actual violations to the Library Director.

Threatening, Harassing or Obscene Data Prohibited. It is not acceptable to use Internet access to transmit threatening, obscene, or harassing materials, or to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.

Private Information/Resources. It is assumed that information and resources accessible via the Internet are private to the individuals and organizations which own or hold rights to those resources and information, unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use the Internet to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

Inappropriate Use. Use of Internet access and any attached network in a

manner that precludes or significantly hampers its use by others is not allowed.

Downloading Software. Patrons shall not download to Internet stations' hard drives. Patrons may, however, download to storage media such as floppy disks, USB drives and CD-ROMs as equipment allows.

Use of Library Workstations and Networks. Patrons must use workstations as they are provided and may not use personal software, attach equipment to the Library's computers or network, or modify the operating system or network configuration.

Patrons shall not attempt to circumvent user authentication or security of any host, network, or account. This includes, but is not limited to, accessing data not intended for the user, logging into a computer account the user is not expressly authorized to access or attempting to gain access to the Library's servers.

Patrons are prohibited from excessive consumption of resources, including, but not limited to, CPU time and network bandwidth.

Return to top of page

Patrons Not to Introduce or Attempt to Eradicate Computer Viruses. Patrons may not introduce "rogue programs" (e.g., software introduced into computer and network systems for fraudulent or malicious purposes such as viruses, worms, trojan horses and logic bombs) to Internet stations' hard drives. If a patron suspects the presence of a virus, he/she should immediately contact the Library staff for assistance.

Misuse. Any misuse which compromises system security is prohibited.

Compliance with Other Policies. Patrons must abide by the acceptable use policies of other networks.

NOTICE OF MONITORING OF INFORMATION AND DATA. The Parmly Billings Library reserves the right to examine and delete any data stored on its hard drive.

MODIFICATION TO POLICY. The Parmly Billings Library reserves the right to modify this policy at any time.

Return to top of page

LIMITATIONS ON INTERNET ACCESS IN YOUTH SERVICES AND TEEN PIT AREAS

To safeguard minors in the Youth Services and Teen Pit areas from inadvertent or intentional exposure to illegal and/or inappropriate images, texts or other resources on Internet stations located in the area, the Library will research, evaluate, and implement such technological and/or procedural solutions as privacy screens, filtering software, and others. Upon noticing or being notified that a user in the Youth Services or Teen Pit areas is accessing graphic, sexually-oriented material, Library staff or security guards shall require the person using the workstation to discontinue viewing that material in those areas; the user may continue to use the station if they do not continue to view such material or they may move to a workstation outside these areas. Failure to comply will be considered a violation of the Patron Conduct policy.

Return to top of page

CHILDREN'S INTERNET FILTERING

To minimize the risk of young children being exposed to illegal and/or
inappropriate images, texts or other resources on Library Internet workstations,
children age 12 and under will be restricted to filtered access, with the
exception that the parent or guardian of a child in this age group may choose to
opt out of this restriction, using the procedures described in the Parental
Guidance Policy. Guidelines for filter criteria will be established by the Library
Board as a part of its review and adoption of the Library's Collection
Management Policy.

Return to top of page

Links to sites outside the Library's own website

Links to sites outside the Parmly Billings Library website are provided for the
convenience of our patrons. The Library does not endorse or vouch for any
outside links or their content. Presence or absence of a link to a specific site
does not imply criticism or lack thereof of any particular site. No endorsement
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control and to correct any errors brought to our attention, no representation or
guarantee can be made as to the correctness or suitability of that information
or any other linked information presented, referenced, or implied. All critical
information should be independently verified. Any questions should be directed
to the administrator of this site.

**I have read the foregoing use policy, understand it and
agree to abide by it at all times when using the Library's
Internet Stations.**

**24-hour Renewals by Telephone Available at 247-8519 or review
your account online.**
Have your library card number ready!

[Card Catalog] [City of Billings] [Yellowstone County] [FAQs] [Contact
Us]
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Return to top of page
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